

DD/A Registry

85-0252

CONFIDENTIAL

22 January 1985

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Information Services
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training and Education

DD/A REGISTRY
FILE: 30-10

FROM: Executive Officer to the DDA

25X1 SUBJECT: FY 1987 Standard Support Requirements

REFERENCE: DA 1986 Program Standard Support Requirements

25X1 1. We have been advised by the Office of the Comptroller that the concept of applying Standard Support Requirements (SSRs) to all new Agency initiatives will be used again in FY 1987. While this will be the fourth year of utilizing the SSRs, we feel some adjustments to the formulas and/or factors are required. Although the basic concept has been accepted by all of our reviewers, both internal and external, justification of the amounts of requested resources will always be subject to scrutiny. We, therefore, request that each office review their methodology and resource needs with the thought of being able to justify the SSRs to various reviewers.

25X1 2. To simplify this process, we request that you make a copy of the applicable pages of the 1986 Program SSR booklet and make only "pen and ink" changes. A copy of the 1986 SSR booklet is attached for your use. Any substantial changes should be typed with a footnote comment providing the justification for the change. This also includes large revisions in resource requests. The DDA/MS will revise the personnel service amounts if appropriate.

25X1 3. In reviewing your formulas and/or statistical data in determining SSR resources, please be mindful of the SSR resources which have entered your Base over the past three fiscal years and how do these resources impact on new initiatives in 1987. You should also consider what your Base program can sustain in terms of supporting Agency growth without seeking additional resources.

25X1 4. We feel that the Agency cannot expect further large increases in manpower in FY 1987. We, therefore, caution each office to pay particular attention to those other nonpersonnel-related factors that would provide you needed resources to continue the same services if additional nonpersonnel funds were received in other components' initiatives.

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5. Please forward your revisions as soon as completed, so that we can start on various parts of the SSR booklet, but not later than 15 February 1985. If you have any questions or need further guidance, please contact

for assistance.

Attachment

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DDA/MS (22Jan85)
Orig & 8 - Ades (W/Att)
1 - DDA Subject (W att)
1 - DDA Chrono (W/o att)
1 - DDA/MS Subject (W att)
1 - DDA/MS Chrono (W/o att)

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